



## **Looking for a Summer Job?**

Become a...  
Summer 2010  
Public Safety Assistant (PSA)

### **What does it pay?**

Free large single room within a 2 bedroom suite  
& 19 meal plan  
& \$1550 for the summer

**You can even take summer school classes while  
working...See Job Description for further  
details**

**Applications/job descriptions are available in the  
Atrium or online at [universitycourtyard.org](http://universitycourtyard.org)**

**Deadline for Job applications:  
Friday, April 23, 2010 at 4pm**



## Public Safety Assistant Job Description SUMMER 2010

### Goal

To provide the University Courtyard summer conferences program with dedicated and enthusiastic service, assuring that guests have a quality and safe experience on the Fresno State campus.

### Supervision

Public Safety Assistants are under the direct supervision of the Residential Life and Student Conduct Coordinator and work closely with the University Police Department.

### Qualifications

18 years of age or older

Completion of a minimum of 15 units at a University or Community College

Strong communication skills

Good disciplinary and financial standing (University & University Courtyard)

Satisfactory background check

Submission of Summer PSA application with 2 recommendation forms (see attached) by Friday, March 27<sup>th</sup> at 4pm

### Expectations

- Full-time commitment May 24, 2010 - August 10, 2010 (Move in May 24<sup>th</sup>; ending date subject to change)
- Work cooperatively with the summer conferences staff.
- Attend all training and paperwork sessions. Times to be announced.
- Act as a University Courtyard representative and resource person for summer guests.
- Live in residence suites as assigned – provided as part of compensation package.
- Attend and participate in all staff meetings, training, and development activities.
- Arrive on time and work all scheduled shifts.
- Demonstrate exceptional interpersonal and communication skills.
- Be able to provide prompt customer service to conference guests.
- Be responsible and flexible; be able to take initiative, accept challenges and problem solve.
- Eat in University Courtyard Dining based on the meal plan provided as part of compensation package.
- Uphold and follow California State University, Fresno Association, Inc. policies as stated in the University Courtyard Student Handbook with established modifications for summer conference guests. Follow policies and guidelines established by University Police Department.
- Fulfill responsibilities of the position description and stated job expectations of supervisor.
- Meet established dress code including wearing University Courtyard provided uniform and name badge. Must provide own black shoes.

### Responsibilities

- Patrol University Courtyard and surrounding areas; Nightly 7:00pm to 1:00am (additional hours may be required)
- Provide on-call support to the Summer Conference supervisors between the hours of 1:00am and 7:00am
- Maintain a professional appearance (uniform shirt and pants {provided}, clean black shoes {provide yourself}, name tag, earrings (if any) small and appropriate.
- Be prepared with necessary equipment while on duty (uniform, radio, cell phone, writing utensils, driver's license/identification card, and notebook).
- Patrol University Courtyard & University Courtyard Dining.

-continued on next page-

- Complete continuous rounds in all buildings with Summer Session or Summer Conference residents in between first/last series (training provided). No more than 20 consecutive minutes in between rounds to be spent in the Atrium logging round entries.
- Maintain communication with University Police Department via police radio
- Complete safety checks and report any safety hazard as directed.
- Assist University Courtyard staff and Summer Conference Supervisors.
- Report illegal and/or suspicious activity to University Police Department and Housing staff following established protocol.
- Complete log reports nightly.
- Provide escort services for residents and summer conference guests.
- If a non-emergency safety issue as it pertains to the facility is noticed while patrolling (i.e. pole light out, etc.), PSA's must submit a Facility Service Request (FSR) for the problem. If a sprinkler is broken, the PSA will place a flag by it.
- Communicate all maintenance and housekeeping concerns to the Facilities Coordinator in a timely fashion and follow through to assure that resident needs are addressed.
- Submit Incident Reports as appropriate (training provided).
- Be familiar with University Courtyard emergency procedures and available for emergency calls related to injuries, health, weather, fire, and campus security. Assist in any emergency at University Courtyard
- Uphold the "Summer PSA Code of Conduct"
- Serve as a mature role model in the community
- Model appropriate respect for the health, safety, welfare, and rights of all Summer Conference guests living at University Courtyard
- If a situation requires follow up, consult with the Residential Life and Student Conduct Coordinator the day after duty shift
- Confront any violation as it occurs whether or not you are on duty, or contact the appropriate staff member or police if the potential violation warrants assistance
- Assist supervisor in implementing the daily hall business operations and services of the hall (e.g. check-in/out of summer conference groups and night duty). This includes approximately 4 day shifts to assist with check-ins.
- Meet weekly with Student Conduct Coordinator and other PSA staff to share information and discuss community concerns.
- Have telephone in suite for emergency communication (service provided). Set-up voicemail as instructed.
- Assume additional responsibilities as identified by the Student Conduct Coordinator or her designee, and University Police.

**Compensation (Approximately 32 - 40 hours/week from May 24 - August 10, 2010)**

**Room and Board:**

- Large single bedroom within a 2 bedroom suite as assigned.
- 19 meal plan at University Courtyard Dining (during days and hours of operation).
- Utilities paid, free basic cable hook-up and service, phone service hook-up and local phone service paid.
- Use of Fitness Center, Outdoor Pool, and Computer Lab during open hours.

**Stipend:**

- New PSA's: Approximately \$1550 earned over the summer if no shifts are missed.
- Returning PSA's: Approximately \$1750 earned over the summer if no shifts are missed.

Payroll disbursement dates: June 7, June 22, July 7, July 22, August 7, and August 22.

**Note:**

- May 24 – May 28, PSA's may not take any classes or have any employment related commitments.
- Classes and outside employment must be approved by the Student Conduct Coordinator prior to acceptance and may not interfere with job responsibilities or duties. A maximum of three units per summer session may be approved.
- If you are currently living on campus, a room will be provided for you to stay in or store your belongings between check out for the academic year and check in for the summer conference season.

**Completed application must be returned to the Atrium Customer Service Desk by Friday, April 23, 2010 at 4 pm.**



**Public Safety Assistant**  
**SUMMER 2010 Application**

**Application Submission Deadline – Friday, April 23, 2010 at 4:00 p.m.**

**Print or type information:**

**Name:** \_\_\_\_\_  
(Last) (First) (Middle)

**Student ID Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_  
(Street or PO Box) (Apartment #)  
\_\_\_\_\_  
(City) (State) (Zip Code)

**Telephone:** ( ) \_\_\_\_\_ **Cell Phone:** ( ) \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_  
(Street or PO Box) (Apartment #)  
\_\_\_\_\_  
(City) (State) (Zip Code)

**Total Number of Completed Units:** \_\_\_\_\_ **Class Standing:** \_\_\_\_\_

**Fall 2009 Semester GPA:** \_\_\_\_\_ **Cumulative GPA:** \_\_\_\_\_ **Major:** \_\_\_\_\_

University Courtyard does not discriminate on the basis of race, religion, sex, age, physical challenge, marital status, sexual orientation or national origin in admissions, scholarship and other institutional programs and activities.

*→ An initial employment offer and continued employment is contingent upon a satisfactory background investigation, and other applicable conditions.*

*→ This position requires you to live on campus from May 24 - August 10.*

**Class Level as of January 2010:**

Freshman    Sophomore    Junior    Senior    Graduate/Postbac

1. Have you ever been or are you currently employed at Fresno State or University Courtyard?  
(Check response)  Yes    No
2. List dates of any employment, company name, and briefly describe the type of work you performed.  
You may list previous paid or volunteer experience. Attach additional pages if necessary.

<u>Dates Employed</u>	<u>Company or Organization Name</u>	<u>Your duties and responsibilities</u>
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3. Are you in good standing (financial and disciplinary) with the
  - a) University    Yes    No
  - b) University Courtyard    Yes    No
4. In the space below, describe how your background, interests, and activities relate to your ability to perform effectively in the Public Safety Assistant position:

5. Do you have any commitments including but not limited to: another job, Summer Session courses, or volunteer work during Summer 2009 that would deter you from training starting May 25<sup>th</sup> through June 1<sup>st</sup> and full-time work obligations during between May 25<sup>th</sup> -August 10<sup>th</sup>?    Yes    No

If yes, list the --                      Commitment(s)    Date(s)    Time(s)

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**RESUME:**

Attach a copy of your current resume highlighting all relevant experiences as it relates to the Public Safety Assistant position.

Suggested categories for your resume include:

- **Employment History:** Employer, position held, dates, short description of duties
- **Leadership and Organizational Involvement (on and off-campus):** Organization name, position held, dates
- **Accomplishments/Special Training:** Title of awards, certificates, conferences, courses, presentations that would be helpful as a Public Safety Assistant (include a short description)

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**RECOMMENDATION FORMS:**

**For all Applicants:** Two (2) recommendation forms are required to complete your application. These forms are due by **Friday, April 23, 2010**. In order to have a complete application, you must submit recommendation forms from the following:

- One current or former employer, faculty member, or leader of volunteer organization
- One current Residential Life staff member. For applicants who do not live on campus, you may submit your recommendation form from any unrelated person who knows you well and would be able to speak to your character and work ethic.

List the names of two references that will be submitting Recommendation Forms on your behalf. Recommendations are due by Friday, April 23, 2010 by 5 p.m. *Recommendations will be held confidential and will not be available for the applicant or third parties to review.*

1. Name: \_\_\_\_\_ Phone: (     )

Occupation & Title: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: (     )

Occupation & Title: \_\_\_\_\_

NOTE: It is your responsibility to provide the recommendation forms to the above listed references. The two recommendation forms must be sent separately from the application form by your references to the address indicated at the bottom of the recommendation form.

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**SIGNATURE:**

In signing this application, I verify that the information I have given is correct and understand that should any information be determined to be false, I may be dismissed from the application process.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

RETURN APPLICATION TO:

University Courtyard  
Michele Davis, Residential Life & Student Conduct Coordinator  
5152 N. Barton Ave. M/S RH 82  
Fresno, CA 93740-8013  
FAX: 559-278-5020



## SUMMER 2010 Public Safety Assistant Recommendation Form

**To be completed by applicant:**

Applicant's name: \_\_\_\_\_ Student ID # \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ I formally release my rights to review the contents of this recommendation form.

Please check the appropriate box:

- This is my faculty/instructor recommendation form
- This is my former employer recommendation form
- This is my Res Life Staff recommendation form
- This is my other recommendation form

**TO BE COMPLETED BY REFERENCE**

**1. Please indicate how well you know this applicant and in what capacity.**

**2. Please rate the candidate in the following areas:**

	Superior	Average	Poor	No Basis
Ability to work in a group setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to multi-task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment and decision making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensitivity to issues of diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programming/Project management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to manage emotions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to respond to emergency and crisis situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3. What would you consider to be the applicant's most significant strengths?**

**4. In what areas does this applicant exhibit the need for growth and additional training?**

**5. Overall, to what extent would you recommend this individual for this position?**

Strongly Recommend

Recommend with Reservation

Do Not Recommend

**Briefly explain your assessment:**

**6. Please share any additional comments that might help the committee to evaluate this applicant (Feel free to attach a separate sheet of paper).**

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Name of Reference: (Please print legibly) \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**Return this form by Friday, April 23, 2010 to:**

Michele Davis  
University Courtyard  
5152 N. Barton Ave. M/S RH82  
Fresno, CA 93740-8013  
559-278-7126  
559-278-5020 (fax)